



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Drug-Free Work Place Policy
Creation Date: November 11, 1997
Revision Date: May 17, 2010
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: **Drug-Free Work Place Policy**

I. POLICY:

- A. It is the policy of the City of El Paso to protect the safety and health of its workforce and to increase and improve productivity and to provide a work environment which is free from the use, sale, manufacture, possession, or distribution of illegal drugs, alcohol, or inhalants, and to require all city employees to perform all job-related duties, either on or off City premises, without being under the influence of illegal drugs, alcohol or inhalants. Such prohibition includes use of any illegal drugs, misuse of legally prescribed drugs and use of illegally obtained prescription drugs. Employees with a positive test result will be terminated.
- B. This policy affects all regular, part-time, temporary, classified, unclassified, and contract employees and all areas and properties in which the City of El Paso operates including city-owned vehicles and equipment. Illegal substances include narcotics, hallucinogens, depressants, stimulants and/or other mood altering drugs. Alcohol is any consumed substance which contains ethyl alcohol.
- C. The City of El Paso will maintain a Drug and Alcohol Testing Program to include pre-employment testing for safety sensitive positions, random, post accident, and for cause testing based on reasonable individualized suspicion of illegal drug or alcohol use.

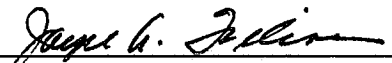
II. PROCEDURES:

- A. All applicants for Police, Fire, and other safety sensitive positions must consent to, and successfully pass a pre-employment drug screening test prior to appointment. Refusal to submit to testing will result in rejection of application or removal from eligible list.

- B. A confirmation test will be conducted on every positive test result by the medical contractor prior to the laboratory formally notifying the Human Resources Department of a positive test result.
- C. The City reserves the right to require a drug and alcohol screening test after an on-the-job accident or any incident or behavior that establishes reasonable individualized suspicion that illegal drug or alcohol use exists. Refusal to submit to testing will be grounds for termination.
- D. In cases involving "for-cause" testing, an employee will be placed on administrative leave until results of the test are received by the Human Resources Department. No advance notice is required to test for cause.
 - 1. When an employee's test result is confirmed to be positive, the testing laboratory will contact the Human Resources Director.
 - 2. A notice of termination will be initiated and served on the employee by his Department Director, pursuant to Civil Service rules.
 - 3. All employees classified as regular employees, shall be entitled to appeal as provided in the rules.
- E. The City will provide educational programs concerning the effects of drugs and alcohol and the availability of resources for employee assistance.
- F. The City will educate and train managers and supervisors identifying problems and symptoms of potentially affected employees based on declining job performance or other indications of possible drug or alcohol use or abuse.
- G. Any employee who is found to use, sell, manufacture, possess or distribute any illegal drugs or alcohol, or be under the influence of alcohol or inhalants while on the job, either on or off City premises, will be terminated.
- H. Any employee who requests treatment or is diagnosed by a competent professional as being drug/alcohol dependent, before being identified for testing and subsequently testing positive, will be given the same consideration that is given to all employees with any other kind of disease or medical problem.
- I. The City extends the same benefits and insurance coverage for alcohol and drug dependency as all other medical conditions. The employee and/or their insurance provider will pay the cost of any treatment or rehabilitation services.
- J. Information concerning an employee's diagnosis, referral, treatment and medical records will be kept confidential as required by law.

- K. Any employee who has approved medical leave for rehabilitation must be in compliance with all requirements of the rehabilitation program. Any relapse on the job will be considered a violation of this policy and the employee will be terminated.
- L. Any employee who has been convicted of any criminal drug offense for a violation occurring in the workplace will be terminated.
- M. Application of this policy or any question concerning this policy should be directed to the Human Resources Director.

APPROVED BY:



Joyce Wilson, City Manager

6/17/10
Date